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0 5 JAN 1984

MEMORANDUM FOR: Chief, Administration Division, OTE

25X1   FROM:

New Building Project Office, OL

SUBJECT: Block Planning - Update OTE Space Requirements

1. The following information is needed at this time for further design work: (Mark any changes on the computer run.)

a. Latest personnel numbers.

b. Special Space: (This is shown on the computer run as XXX under column heading SCH.)

-- Verify square footage.

-- Note if any personnel reside in this space, If yes, identify which officers on the run.

-- When labeled LABORATORY, describe what type. Is it a language laboratory?

-- When labeled OTHER SPACE, in some cases it isn't specified as to what type of space. I need to know how this space is to be used.

-- When labeled STORAGE, I need to know what you are storing.

-- When labeled COMPUTER ROOM, what type of computer equipment--terminals, CPU's?

c. Update organization. Have any divisions and/or branches been reorganized and/or renamed?

d. Are there any unique requirements for any of the divisions, i.e., a need to be near a freight elevator? a need to be separated from other components because of uncleared personnel, etc.?

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3. Compiling this information should take one to two weeks. Please keep me advised of your progress.

4. If you have any questions concerning this information or if you need any assistance, call me on extension

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Attachment:
OTE Computer Run

25X1   OL/NBPO/ [   ] ,   (03 Jan 84)

Distribution:
  Orig – Adse
    1 – OL/NBPO

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